

# **Piedmont College Library Collection Development and Management Policies**

Approved by the Library Committee, April 13, 2016

## **I. Introduction**

This document is a statement of principles and guidelines for the acquisition and management of materials in, or accessed through, Piedmont College Library (the Library). Finite resources require careful materials selection and collection maintenance based on an understanding of the immediate and future goals of the College. Thus, the guiding principles underlying this document mirror those found in Piedmont College's [Mission & Core Values](#), the [PC 125 Strategic Plan](#), and the [Mission of the Library](#).

The development of a library's collection is a cooperative endeavor among the members of the community the library serves. In the case of an academic library, that community consists of the students, faculty, staff, and administration of the parent institution, including the Library's faculty and staff. The community's constituents should have appropriate opportunities to shape the selection and management process, as will be outlined in the following policies and procedures. Ultimately, responsibility for the development of collections, and therefore their quality, rests with the Dean of Libraries & College Librarian (the Dean).

## **II. Objectives**

The primary objectives of the Collection Development and Management Policies are to:

- provide a systematic description of the Library's collection development and management policies;
- provide guidelines for an appropriate and equitable allocation of financial resources to support the information needs of the Piedmont College community;
- provide appropriate selection and de-accession criteria for the Library's collections;
- foster better communication and promote shared values among those responsible for the development and use of the collections.

## **III. Collections and Locations**

The Piedmont College Library has two locations: The Arrendale Library on the Demorest campus and the Athens Campus Library on the Athens campus.

The Arrendale Library houses the bulk of the Library's circulating books, of print periodicals, musical scores, audio-visual materials, collections of curriculum materials and children's books, and reference collection.

The Athens Campus Library houses a collection of circulating books, current periodicals, audio-visual materials, and reference materials. Also included at this location are collections of children's books and curriculum materials that serve the needs of students enrolled in teacher certification programs.

## **IV. Selection Policy and Procedures**

Piedmont College's Mission & Core Values and the Mission of the Piedmont College Library provide the framework for selection. While the Dean is ultimately responsible for the allocation of resources, the process of recommending materials for the Library is a cooperative effort

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involving classroom faculty and Library faculty members. Classroom faculty should monitor their professional literature for appropriate library acquisitions and be aware of the curricular needs of their students. In addition, Library faculty members select materials as a part of special projects to improve underdeveloped areas of the collection.

Departments and schools receive funding based on an allocation formula designed to be equitable. While no allocation formula can perfectly satisfy all needs, the following statistics are used as weighted factors: average cost of materials in the discipline; circulation and in-house usage statistics of materials in the discipline; the number of credit hours generated by upper- and lower-division and graduate instruction by the schools and departments; and the number of full-time faculty in a department.

The formula is presented to and reviewed by the Library Committee at the beginning of each academic year and is voted on for approval by representatives from each department. Materials purchased with library allocation funds become part of the Library's collections and are subject to those policies and procedures that best serve the entire academic community. All requests for the acquisition of materials will be considered in light of the overall instructional and education purposes of Piedmont College.

Furthermore, it is the responsibility of the Dean, in collaboration with the College's Administration, to develop a budget which has sufficient flexibility to respond to changing conditions, such as new course offerings, programs, or instructional locations.

### **V. Selection Guidelines**

#### **A. General Guidelines**

In general, the quality of content and the fulfillment of curricular needs are the first criteria by which any potential item is evaluated. Further considerations will include the cost in combination with the following factors:

- timeliness and/or lasting value of the content;
- appropriateness of level of treatment of the content;
- strength of present holdings in the same or similar subject areas;
- suitability of format to content;
- reputation of the author or the publisher;
- reputation of the reviewer or reviewing source.

#### **B. Publication Language**

The Library should acquire materials primarily in the English language. Exceptions include foreign language dictionaries and grammars and literature and language materials which support the languages taught by the College.

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### C. Duplication of Materials

The Library will duplicate physical and/or virtual resources according to the following conditions:

- **primary resources** will be duplicated only when necessary for the development of collections in new locations or when desirable new editions of primary resources appear;
- **secondary resources** will be duplicated only when desirable new editions appear or when the actual demand for an already-held resource is great enough to warrant the duplication;
- **instructional support resources** will be duplicated only when classroom faculty require such a level of use that convenience of access for users is a significant factor.

### D. Special Considerations by Material Format

**1. Printed Books:** In addition to the general guidelines in A, B, and C above, the following selection guidelines apply to printed books:

**Textbooks** The Library does not ordinarily acquire textbooks for its collections, particularly those which students are expected to purchase for their classes. The most common exception to this policy includes those textbooks which have earned reputations as “classics” in their fields. In addition, textbooks are useful in an academic library collection to provide a very basic level of information in disciplines not taught at the undergraduate major or minor level, when a more intensive level of collection is appropriate.

**Bindings** In general, the preference will be for hardcover bindings when available. When a book is available in both paperback and hardcover formats, the choice of binding will be based on expected use, lasting value of content, and cost-effectiveness. When a hardcover edition is not available and the choice is between “mass-market” or “trade” paperback formats, the trade format will be chosen because of its greater readability and durability.

**2. Printed Periodicals:** In general, the Library no longer acquires printed periodicals or their printed backfiles. The majority of scholarly and popular periodicals relevant to Piedmont College’s academic disciplines are available online through the Library’s subscriptions to various databases. Library users are thereby ensured round-the-clock access to serials as they are published and uploaded, negating the cost and space considerations required to house physical periodical collections.

The Library will only consider new print periodical subscriptions when the periodical is desirable from a current news and opinion or a leisure-reading point of view, or the journal has physical or aesthetic qualities that call for a physical copy (art journals, for example, which contain pictures not easily recreated online).

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**3. Electronic Resources:** The acquisition of electronic resources of all types will be justified using the criteria in this document for the acquisition of printed materials. In addition, these following criteria will be considered:

- the need to extend access to information resources to remote users;
- the functionality of the interface and compatibility with a variety of operating systems;
- ease of administration and customizability, especially the availability of IP-authenticated off-campus access;
- standards-compliance, especially with OpenURL and Discovery software;
- reputation of the provider for reliability and responsiveness;
- cost-effectiveness over the long term and favorable provisions of licensing agreements;
- availability and quality of usage statistics.

**4. Reference Materials:** While the Library regularly purchases individual print reference materials as needed, most large-scale reference resources will be purchased primarily in electronic format.

**5. Video and Audio Materials:** The policies outlined above for the selection and maintenance of printed books and periodicals will also apply to video and audio materials. Whenever possible, video and audio materials will be acquired in streaming format; physical audio and visual materials will be acquired only when streaming formats are unavailable.

**6. Musical Scores:** The policies outlined above for the selection and maintenance of printed books and periodicals will also apply to musical scores. As with video and audio materials, preference will be given to digital formats of musical scores.

**7. Out-of-Print and Retrospective Materials:** The majority of materials selected should be current since, in general, usage of library materials drops as materials age and the costs of acquiring out-of-print materials are considerably greater. Nevertheless, the Library will attempt to acquire highly regarded out-of-print materials to enhance collection quality. Requesters should understand that such materials usually cost more than current publications and may take longer to obtain.

**8. Government Documents:** The Library is not a depository for U.S. or State of Georgia government documents. However, the Library does subscribe to the U.S. Government Printing Office Monthly Catalog of Publications, which links to electronic versions of U.S. Government publications. Access to Georgia government documents is provided by the Digital Library of Georgia.

**9. Computer Software:** The Library does not purchase or license computer software for instructional support purposes. The purchase or licensing of such software is properly a function of schools and departments that have programs requiring such instructional support methods.

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**10. Microforms:** The Library does not purchase microforms, due primarily to the online availability of so many resources, in addition to the space and maintenance required for equipment.

### **VI. Gifts**

The Library welcomes non-cash, gifts in-kind of books and other physical materials for its collections. The Dean will consult, when appropriate, with other members of the Piedmont College community regarding the acceptance of gift materials. Ordinarily, gifts in-kind should have no restrictions attached to them. In limited cases where restrictions may be desirable, the donor and the Dean must agree to all conditions of the donation.

Gift materials become the property of the College and the Library and may afterward be retained or discarded according to provisions of the Collection Development and Management Policy. Particular considerations follow below:

- gift materials are subject to the same considerations for acquisition defined elsewhere in this document;
- the Library may refuse any gift, in whole or in part, that are deemed not to contribute to the Missions of the Library and Piedmont College;
- the Library will add duplicate works received as gifts to its collections only when demand for the particular version of the work is judged to be high;
- textbooks received as gifts will not usually be added to the collections, nor will materials judged to be in poor condition.

The Library and Piedmont College, a 501c3 entity, follow the regulations for valuation of charitable contributions as promulgated by the Code of the Internal Revenue Service. Accordingly, the College and the Library cannot provide an appraisal of a gift's value for a donor's tax-benefit purposes.

### **VII. Archives and Special Collections**

The Piedmont College Archives and Special Collections are supported by and partly housed in the Arrendale Library and are the province of the College Archivist. The Archives collects these types of materials: the College's work products, such as Registrar's records or the minutes of Board of Trustees meetings; materials that pertain to the history and development of Piedmont College, the local area, and the College's long-time relationship with the Congregational Churches; Demorest native Johnny Mize, who played baseball at the College before a major-league career and election to the Baseball Hall of Fame; and noted writer and social activist Lillian E. Smith, who studied at the College in 1915-16, lived in Clayton, Georgia and was a friend of Dr. Martin Luther King, Jr.

Materials may be acquired by transfer, gift, and purchase. Acquisition decisions are made by the College Archivist, in consultation with the Dean of Libraries and other members of the Piedmont College community as appropriate. Whenever possible, materials will be digitized and made available online.

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The Library gives special consideration to the acquisition of rare books and memorabilia related to the life and work of Lillian E. Smith. These materials are intended to complement and enhance the resources available through the Lillian E. Smith Center.

Archival and special collection materials do not circulate, and access to physical materials in those collections is restricted. Permission to view and/or use these collections can be requested through the College Archivist.

### **VIII. Collection Maintenance and Evaluation**

Replacement or de-accessioning materials is an essential and on-going aspect of collection development. For instance, the reference collection is periodically monitored for outdated materials, particularly as new editions appear. Individual sections of other collections are periodically reviewed as well. Classroom faculty members are encouraged to assist in recommending the replacement or weeding of outdated or inaccurate materials in their areas of expertise.

The Library will make preservation or de-accession decisions based on the following common criteria, in combination with a consideration of the long-term space available for the collection:

- accuracy and currency of the information contained;
- reputation of the author;
- physical condition;
- usage, both actual and potential;
- recommendations by standard bibliographies and other selection and reviewing sources;
- avoidance of unnecessary duplication.

De-accessioned materials are officially withdrawn from the collection. Disposal methods include, but are not limited to, sale to the Piedmont College community, gift to other libraries and organizations, and exchange with other libraries.

### **IX. Intellectual Freedom**

The Library acquires materials which represent differing opinions on controversial matters. Moreover, selection of learning resources is done with no regard to matters of race, sex, religion, or moral philosophy. The Library affirms all the principles of intellectual and academic freedom embodied in the following documents:

#### **The Library Bill of Rights**

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

#### **Intellectual Freedom Principles for Academic Libraries**

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/intellectual>

#### **The Freedom to Read**

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

#### **The Freedom to View**

<http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>